

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

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| _ × | b. Does the ser | ies contain confidential information | requiring security handling? If yes, cite law or | regulation. | | | |
| × | the same of the last of the la | c. 1s this a vital record? | | | | | |
| × | d. Does this ser | d. Does this series have historical or long term research value? | | | | | |
| × | e. When one or | e. When one or two documents in the file make it necessary to keep the entire file for a long period could these | | | | | |
| | documents o | documents be scheduled separately? f. Is the information contained in this series ever published? If yes, attach copy. | | | | | |
| | * g. Is the inform | lation contained in this series ever a | nalyzed and/or recorded in a summarized report | | | | |
| - | | CODY | 1 | | | | |
| × | if yes, where | plication of this series in your office | , or in another office or agency? | | | | |
| × | i. Is this series | (or a maior portion of it) regularly r | nicrofilmed? | | | | |
| × | i_ Does the reco | ord series result in a computer printe | out? | | | | |
| i. Reta | ntion Requirements | The following require | s the series to be kept: | | | | |
| | tate Law | years. | d. Audit period | vears. | | | |
| | tatute of limitation | years. | e. Administrative need | 2 years | | | |
| t. F | ederal law | Years. | f. Federal retention instructions | years. | | | |
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| ~!!d | on copy or excerpt of | f laws or regulations. Explain admini | istrative need. | : | | | |
| Ret | ained for two y | ears for convenience of th | nis facility. | | | | |
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| Z ADD | roved Disposition Ins | • | nds that the file series be cut art at the end of ea | | | | |
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| Ø T | ransfer to local hold | ing area, hold $\frac{1}{2}$ year(s); | then | | | | |
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| * g. | | | ed in the tonnage report which is a | permanent | | | |
| У | | rgia Ports Authority. | | · | | | |
| J.p. | Pull Orders a | re duplicated to David Car | ter, Demurrage Bureau, Savannah, Ge | orgia. | | | |
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| These | s instructions apply t | to all prior and future accumulations | s of the series. | | | | |
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| gency H | ead/Designee (Signa | eture) Oate | Records Management Officer (Signature) | | | | |
| \bigcirc | 0 / | 2. 0 1 1 | 1 1 | Date | | | |
| Ken | reg V. W. | take & 8/3/79 | ard Mesely | 7-31-79 | | | |
| | | | State Records Committee (Signature) | Date | | | |
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| | are approved. Foved, attach letter | State Auditor/Designee | Many Many | 177-79 | | | |
| explana | | Secretary of State/Designee | Carron - Toland | 8-27-79 | | | |
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